IT Initiative Supplement

May 3, 2010

IT Projects
Project Detail - Selected Project

Department: 6201   DEPARTMENT OF AGRICULTURE

Version: 2013-6201-A-61

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Date: 5/3/2010
Time: 16:45:46

Project Title: Grant Application Management System

Brief Description of Project:
Purchase commercial off the shelf (COTS) grant application management software system.

IT Project Bien: 2013

IT Project Request No: 181

Version: 2013-6201-A-61

Statewide Priority:

Agency Priority: 1

Est. Completion Date: 06/30/2011

Agency No: 6201   **Agency Name:**   DEPARTMENT OF AGRICULTURE
Program No: 15   **Program Name:** CENTRALIZED SERVICES DIVISION

● Approved
○ Disapproved

TYPE OF PROJECT:
- ☐ Enhancement
- ☐ Replacement
- ☐ New
- ☒ O&M

TYPE OF SYSTEM:
- ☒ Mid-Tier
- ☐ Mainframe
- ☐ GIS
- ☒ Web
- ☒ Network
- ☒ Desktop

ESTIMATED COST OF PROJECT:

1. Personal Services - IT Staff:	$0	8. Maintenance:	$0
2. Personal Services - Non IT Staff:	$0	9. Project Management:	$0
3. Contracted Services:	$0	10. IV&V:	$0
4. ITSD Services:	$0	11. Contingency:	$0
5. Hardware:	$0	12. Training:	$0
6. Software:	$60,000	13. Other:	$0
7. Telecommunications:	$0	**Total Estimated Cost:**	**$60,000**

PROJECT FUNDING:

Fund	Amount	Cash/ Bonded	Bill Number
02068	$30,000	C	HB 0002-Base
02340	$30,000	C	HB 0002-Base
Total Funding:	**$60,000**		

Department: 6201   DEPARTMENT OF AGRICULTURE
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EXECUTIVE SUMMARY:
Project Purpose and Objectives:

Augment or replace existing hardcopy application and management processes to assist grant applicants and provide council members online access for application review. Reduce the quantity of documentation. Allow electronic application submission. Provide electronic application review by council members.

Technical Implementation Approach:

Purchase commercial off the shelf (COTS) grant application management software system.

Project Schedule and Milestones:

1. Start date: 01/01/2010
2. Estimated end date: 06/30/2011
3. COTS presentations, reviews, and evaluations: by 05/01/2010
4. Purchase selected product: 01/01/2011
5. Implementation complete: 06/30/2011

BUSINESS AND IT PROBLEMS ADDRESSED:

The current application process is hardcopy based. It requires copying applications and mailing large volumes of documents to council members for review. This system will provide for delivery of applications in electronic format to reduce hardcopy duplication and mailing.

ALTERNATIVES:
Alternatives Considered:

In-house or contract development of a custom system.

DESCRIPTION OF IT PROJECT:

This project will implement an off the shelf grant application management software system which utilizes information technology to appropriately assist the business processes of the noxious weed and growth through agriculture programs.

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Biennium: 2013

FTE	Personal Services	Operating Costs	Maintenance Expenses	Total Costs
0.00	$0	$0	$1,190	**$1,190**

Fund Type		Amount	Percent
02	STATE/OTHER SPECIAL REV. FUNDS	$1,190	100.00%

Department: 6201   DEPARTMENT OF AGRICULTURE
Version: 2013-6201-A61

Project Biennium: 2013

Approved Projects	Fund	Amount	Agency Priority	Cash/ Bonded	Request Number	Project Title
	02068	$30,000	1	C	181	Grant Application Management System
	02340	$30,000	1	C	181	Grant Application Management System
Subtotal by Fund Type:		$60,000				
Total Funding for Approved Projects:		$60,000				
TOTAL FUNDING FOR ALL PROJECTS:		$60,000				

V. Risk Assessment

A. Current IT Infrastructure Risks

1. Current application 10+ years old?   ___YES__
    Date of last major upgrade?

2. Current application is based on old technology?   __YES___
    If yes, what is the current hardware platform, operating system, and programming languages used to support the application?   Hardcopy system

3. Is the agency not capable of maintaining the current application with internal technical staff?
            __N/A___
    If yes, who supports the application today?

4. Other IT infrastructure risks?   __N/A___
    If yes, provide further detail.

B. Current Business Risks

1. What are the risks to the state if the project is not adopted? Unable to support customers with convenient services.

2. Does the current application meet current business requirements?   __YES___
    If "no", what specific business functions does the application lack?

C. Project Risk Assessment

1. Describe any major obstacles to successful implementation and discuss how those obstacles will be mitigated.

Table H   Risk Assessment

Description	Severity (H/M/L)	Probability of Occurrence (%)	Estimated Cost	Mitigation Strategy